

## **MyNAEP Registration Instructions**

Go to <a href="https://www.mynaep.com">https://www.mynaep.com</a> and select the Please register link.

Welcome

Login

MyNAEP is a restricted-use website that contains information on the National Assessment of Educational Progress (NAEP), widely known as The Nation's Report Card.

Existing User Login

Username

Password

Fergot Username or Password | Disclaimer thereto trouble logging in?

Please\_register

Figure 1

2. Enter your registration ID (XXXXXXXXX) and select Continue.



 A confirmation window will appear to ensure that you are registering for the correct school or district. Select Continue if the information is correct. If the information is incorrect, follow the instructions in the window and select Cancel.



Figure 3

4. Select your job title and your assigned role for the NAEP assessment. If you are the designated NAEP coordinator at your school, make sure to select School Coordinator for the assigned role (see Figure 4).

MyNAEP Registration Please select your title at John Smith High School. Principal Assistant Principal Teacher O Guidance Counselor Administrative Assistant What is your assigned role for the NAEP assessment? School Coordinator (organize all assessment activities) Students with Disabilities (SD) and/or English Language Learner (ELL) Specialist O Student Data Specialist Leadership (school administrator) No assigned role, just interested in NAEP activities

Figure 4

- 5. The registration form will appear. Enter your name, phone number, and email address (see Figure 5).
- 6. Create your own password using the following criteria (see Figure 5).
  - a. Must have 8-14 characters
  - b. Needs at least one of each:
    - i. uppercase letter
    - ii. lowercase letter
    - iii. numerical digit
    - iv. special character (\*!,~%@#\$%?^+=&)

Sample password: KnightsR#1

7. Make sure to remember your password – write it down if necessary. Select Register (see Figure 5).

Figure 5

MyNAEP Registration	
District: School Name: MyNAEP Registration ID:	Unified Schools John Smith High School 12345678
First Name:	Last Name:
Telephone: (XXX) XXX-XXXX	Extension:
Email:	Confirm Email Address:
Create your own password using the following criteria:  • Must have 8-14 characters  • Must have all of the following:  • Uppercase letter  • Lowercase letter  • Numerical digit  • Special character (*!,~%@#\$?^+=&)  Sample password: KnightsR#1	
Password:	Confirm Password:
Register	

8. Write down your assigned username. You will need your username **and** password to access MyNAEP throughout the year. Select **Continue to MyNAEP**.

MyNAEP Registration
You are successfully registered!

Your username is: erodriguez
Please remember your username and password!

A confirmation email that includes your username has been sent. Also, a confidentiality agreement will appear upon selecting Continue to MyNAEP. Please review and accept the agreement for access to the site.

If you are a principal or school coordinator who is responsible for more than one school, please use the Continue to MyNAEP button below and select the Register More Schools option on MyNAEP's left menu.

Continue to MyNAEP

- 9. All school personnel that register for MyNAEP must accept a confidentiality agreement. The confidentiality agreement will appear in a new window, please review and accept the agreement to access the site.
  - a. Multiple people from your school or district may register for MyNAEP by using the same registration ID.
  - District registrants will automatically be able to view the MyNAEP page for each selected school by using a drop-down menu in the blue banner.
- WyNAEP CONFIDENTIALITY AGREEMENT

  Under this agreement you will have access to MyNAEP, a secure site maintained by Westat on health of the National Center for Education Statistics, by accepting this agreement, you also agree to keep information from the site confidential as outlined below.

  Where collects data in a manner consistent with Family Educational Rights and Privary Act (FERPA) privary conventions governing the release of student data. Generally, schools must have written parental permission in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to organizations conducting certain studies for or on behalf of the school (34 CFR Part 93.14(s)(6)(1)).

  As a study subrorized by the U.S. Secretary of Education, NAEP is permitted to obtain personal identification of parents and students by individuals other than representatives of the organization, and that the information is destroyed when no longer needed for the purposes for which the study was conducted (34 CFR Part 99.3.1 (46)(6)(1)).

  NAEP complies with FERPA confidentiality requirements through its use of data transmittal, data storage, and personal processors designed to safeguard personally identifying information. Confidential information is profected during transmission to and from NAEP organizations. Accepted and Agreed

  \*\*Declined\*\*

  \*\*Declined\*\*

  \*\*Declined\*\*

Figure 7

- c. If you are a principal or school coordinator who is responsible for more than one school, select **Register**More Schools from MyNAEP's left menu and enter the additional registration ID(s), one at a time.
- 10. Select **Provide School Information** from the left hand menu. Use the links to enter your school's contact and characteristics information, including your school's name, address, and the number of students enrolled in the selected grade.

